

ASSEMBLY HALL SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
0500	Assembly Hall Attendant/*Arena Attendant/ *Field House Facilities Attendant ¹	08	026	6 mo.	05/18/92
3298	Assembly Hall Stagehand	14	023	6 mo.	05/18/92
3437	Assembly Hall Physical Facilities Supervisor/ *Stage Foreman	02	170	6 mo.	10/15/01

Promotional Line: 60

Series Narrative

Employees in this series perform and/or supervise work involved in the maintenance and conversion of a large multi-purpose building (such as an assembly hall) for a wide variety of events (such as basketball games, stage productions, banquets, concerts, and conventions). Employees also perform and/or supervise technical operations of associated stage and building equipment (such as stage lighting, stage grid and rigging, building sound and lighting systems, temporary show equipment, theatrical scenery, and curtains).

DESCRIPTIONS OF LEVELS OF WORK

Level I: Assembly Hall Attendant/*Arena Attendant/*Field House Facilities Attendant 0500

Employees at this level perform custodial work and provide assistance in the conversion and maintenance of facilities and equipment in a large multi-purpose building. They work under direct supervision from a designated supervisor.

An Assembly Hall Attendant typically –

1. performs work involved in the conversion of facilities and set-ups for events (such as basketball games, stage productions, banquets, concerts, conventions, and ice shows)
2. provides staging services (such as construction, maintenance, set-ups, and striking of sets prior to, during, and subsequent to public events)
3. performs custodial work required for the routine cleaning and upkeep of the building, including mopping, scrubbing, sweeping, renovating, and renewing floors; cleaning, waxing, and dusting building furnishings; washing windows and other interior and exterior glass work; and cleaning and servicing lavatories, toilet rooms, and rest rooms
4. operates grid, grid console, spotlights, and/or other stage production equipment according to cue sheets as required
5. sets up stage props, scenery, dashers, displays, and exhibits as required

¹You may substitute the terms "arena" or "field house" for "assembly hall" throughout the class, as applicable.

6. moves furniture, supplies, props, or other materials and equipment and assists in the unloading and loading of same to and from trucks as required
7. sweeps or shovels snow from steps and walks at building entrances and connecting walks
8. inspects, cares for, cleans, operates, and lubricates mechanical equipment
9. perform other related duties as assigned

Level II: Assembly Hall Stagehand**3298**

Employees at this level perform work required for the preparation, maintenance, and operation of stage lighting, stage grid, and rigging; for the operation and maintenance of arena sound and lighting systems; for the set-up and moving of temporary show equipment brought to the operating unit; and for the installation and removal of theatrical scenery and house curtains. The employees work under direct supervision from a designated supervisor.

An Assembly Hall Stagehand typically –

1. performs work required to maintain the safety, trim, and proper rigging of a grid system, battens, and winched cables
2. performs such technical specialties as the splicing of cables and ropes, the use of stage weights and stage braces, the maintenance and the correct use of tie lines, the maintenance and repair of curtains, and the periodic inspection of curtains in storage to prevent damage
3. operates the grid control panel and telemetering device
4. cuts, installs, changes, and maintains inventories of lighting gelatins
5. focuses the x-ray lights, eyeball lights, front lights, spotlights, and special lights for general and specific uses
6. installs special purpose lights on battens and connects them to the electrical system
7. relamps those lighting systems that are on dimmers and maintains both usage records and inventories of special varieties of lamps required there
8. puts into position before or during any public event the microphones designated and selects the proper types of microphones for specific purposes
9. installs and removes stage properties, house curtains within the fabric stage house, and scenery
10. maintains, operates, and relocates all types of spotlights
11. maintains and operates stage batten lights and the allied control panels
12. maintains and operates a sound system, patch panel, control panel, amplifiers, and speakers

13. maintains, operates, and installs projection equipment
14. maintains, operates, and installs sound recording equipment
15. takes precautions to ensure safe operation of equipment in the theater grid or other elevated places; is alert to the continuous danger inherent in the catwalks, grid, and light platforms; and helps prevent access thereto of unauthorized persons
16. performs assigned functions in connection with closed-circuit television reception
17. opens and close traveler curtains
18. performs other related duties as assigned

Level III: Assembly Hall Physical Facilities Supervisor/*Stage Foreman 3437

Employees at this level supervise and perform work involved in the conversion of facilities for a large variety of events in a large multi-purpose building. They also supervise and perform technical operations of associated stage and building equipment. They work under general supervision from a designated supervisor.

An Assembly Hall Physical Facilities Supervisor typically –

1. supervises the conversion of facilities and set-ups for events (such as installation of basketball floor, changing building into an arena, arranging and removing stage and associated equipment, and arranging seats for large conventions)
2. cooperates with program producer-directors for the purpose of adapting existing physical facilities to program needs
3. is responsible for the storage and maintenance of equipment and materials associated with building facilities preparation for public events
4. coordinates work of assigned crews by means of accurate, day-to-day schedules
5. makes self available for special events, regardless of schedule of work week
6. supervises the activities of assistants and crew performing construction, maintenance, set-ups, and striking of sets prior to, during, and subsequent to public events
7. operates or supervises the operation of grid and grid console according to cue sheet during rehearsals and performances
8. constructs stage props, scenery, dashers, displays, exhibits, and mechanical contrivances to create special mobile sound or sight effects as required
9. supervises the construction, set-up, technical operation, and striking of equipment associated with stage productions

10. recommends purchase of equipment and supplies needed for special events
11. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Assembly Hall Attendant/*Arena Attendant/*Field House Facilities Attendant 0500

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

None

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to work as directed and to follow instructions
2. ability to work varying and unusual work schedules
3. ability to lift heavy objects
4. physical dexterity

Level II: Assembly Hall Stagehand 3298

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) high school graduation (or equivalent) and one year of full-time professional experience working with stage equipment, sound reinforcing systems, and/or lighting for live-theater purposes

or
- (B) two years of high school education and two years of full-time professional experience working with stage equipment, sound reinforcing systems, and/or lighting for live-theater purposes

or
- (C) three years of full-time professional experience working with stage equipment, public address or sound reinforcing systems, and/or lighting for live-theater purposes

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of electricity and electronic theories, sound system operation and maintenance procedures, theatrical lighting system operation and maintenance procedures, and terminology and principles pertinent to electric, electronic, sound, and light equipment

2. knowledge of stage scenery, illumination, and properties; familiarity with equipment and materials pertaining thereto
3. knowledge of stage rigging procedures
4. ability to operate and maintain sound and lighting equipment appropriate to professional presentation of live-theater productions, addresses, concerts, and similar programs
5. ability to work as directed and to follow instructions
6. ability to work varying and unusual work schedules
7. ability to lift heavy objects
8. manual dexterity
9. normal abilities to hear, see, speak, and smell
10. mental alertness

Level III: Assembly Hall Physical Facilities Supervisor/*Stage Foreman 3437

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. three years of full-time professional experience working with stage equipment, scenery, draperies, grids, hardware, and props, and/or in the set-up and operation of arena, multi-purpose building, portable stage platform, or exhibition facilities

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of stage scenery, lighting, and props and a familiarity with equipment and materials pertaining thereto
2. skill in the use of hand tools
3. ability to work varying and unusual work schedules
4. supervisory ability

Assembly Hall Attendant/*Arena Attendant/*Field House Facilities Attendant	Edited
Assembly Hall Stagehand.....	Edited
Assembly Hall Physical Facilities Supervisor/*Stage Foreman.....	Revised

**Denotes Alternate Title for Class*